

## Totally cool new shortcuts I don't yet use but should:

### Windows:

- WINKEY + P Quickly change between monitor display types.
- WINKEY + LEFT ARROW Shrinks the window to 1/2 screen on the left side.
- WINKEY + RIGHT ARROW Shrinks the window to 1/2 screen on the right side.
- WINKEY + UP ARROW Window to full size.
- WINKEY + DOWN ARROW Minimizes the window.
- WINKEY + R Open the run window.
- Ctrl + Shift + Esc Immediately bring up the Windows task manager.
- Shift + F10 Simulates right-click on selected item.

### MS Word:

- Ctrl + L Aligns the line or selected text to the left of the screen.
- Ctrl + R Aligns the line or selected text to the right of the screen.
- Ctrl + E Aligns the line or selected text to the center of the screen.
- Ctrl + T Create a hanging indent.
- Ctrl + Shift + L Quickly create a bullet point.
- Ctrl + <left arrow> Moves one word to the left.
- Ctrl + <right arrow> Moves one word to the right.
- Ctrl + 1 Single-space lines.
- Ctrl + 2 Double-space lines.
- Ctrl + 5 1.5-line spacing.
- F12 Save as.
- Shift + F3 Toggle the text between uppercase/lowercase/first letter caps.
- Ctrl + Spacebar Reset highlighted text to the default font.
- Ctrl + ' + <char> Insert a character with an accent (grave) mark.